

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, MARCH 16, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Nick Flaherty, WWTP; Dave Dummer, Police; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Bob Ruprecht, Fire and Building Safety; Brandon Wisner, Administration; Tony Seibert, Arena; Eric Volk, Utilities (Water); Mike Thiry, Utilities (Electric); Tanner Anderson, Streets.

Members absent: Steve Benoit, Recreation; Jake Larsen, Liquor Stores.

1. Call meeting to order

The Safety Committee was called to order at 1:30 p.m.

2. Consider Agenda

Motion to approve agenda was made by Andy Bentzen and seconded by Tony Seibert. Motion carried.

3. Approve the Safety Committee Minutes for February 17, 2016

Motion to approve the minutes for the February 17, 2016, meeting was made by Katie Haase and seconded by Eric Volk. Motion carried.

4. Accident Review

4.1 CODD - Wastewater (02/02/16)

“Employee was raising up the UV module to clean and when employee lifted head, hit head on the corner of the rack, scraping top of employee’s head.”

Mike Thiry suggested that the employee wear a hard hat when completing this task. Nick Flaherty agreed, adding that it is currently a construction site so everyone should be wearing a hard hat. John Cunningham inquired as to how the task involved is actually completed. Nick explained the situation and again indicated that employees should be wearing hard hats.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

None

5.2 Street Division(Tanner Anderson)

Absent

5.3 Parks Division (Andy Bentzen)

None

5.4 Recreation Division (Steve Benoit)

Absent

- 5.5 Waste Water Treatment (Nick Flaherty)
No updates. Nick did inquire about what to do with the old version of the Confined Space Policy and John Cunningham instructed him to dispose of the old version as it will be replaced with the new version that was just adopted.
- 5.6 ERMU – Electrical Department(Mike Thiry)
None
- 5.7 ERMU – Water Department (Eric Volk)
Eric informed the Safety Committee that he recently implemented the Lockout/Tagout program within his department. He ordered two different kits for the department, which contained 6 locks each. One set (Master Lock brand) came with two keys per lock and the other set (unknown brand) only came with one key per lock. He also added that each lock came with its own tags. Each employee will have their own kits in their work vehicles for use in the field. Nick Flaherty asked for clarification on how the Lockout/Tagout policy was supposed to work per department. He inquired as to whether or not the tools utilized for the Lockout/Tagout program could be building specific due to the nature of the work that he does or if it needed to be uniform. Eric explained how they have been and will be utilizing their new kits to comply with the policy; he added that he would be willing to sit down with employees to answer any questions on their process or kits. John Cunningham briefly explained the requirement for the Lockout/Tagout program per City policy and per OSHA standards.
- 5.8 Building Maintenance (Jim LeBrun)
None
- 5.9 Liquor Stores (Jake Larsen)
Absent
- 5.10 Police (Dave Dummer)
None
- 5.11 Ice Arena (Tony Seibert)
None
- 5.12 FABS (Bob Ruprecht)
None
- 5.13 Human Resources (Katie Haase)
Katie brought forth a few follow up questions regarding items that were brought to the committee's attention at the previous meeting. She inquired as to whether or not biohazard bags had been supplied to the Ice Arena; Tony Seibert indicated that he believed that they had been supplied. Katie asked John Cunningham if anyone followed up with the supervisors of employees that had not attended the required OSHA AWAIR training. John told her that he will be following up to ensure all employees get the training. She inquired about the status of the blood clean up kits that were in the process of being ordered. John indicated that the company they were going to utilize for the blood clean up kits did not

sell them so they will be bulk ordering them from Grainger. Lastly, she asked whether or not ERMU would have access to the Safety Portal once the employee Intranet is locked down. John informed her that the Safety Portal would be kept open so that it can be accessed by anyone from any computer or electronic device. He added that the City Administrator and him discussed the matter and agreed that it would be more beneficial to everyone if there were no restrictions placed on the Safety Portal. He further stated that all information on the Safety Portal would be considered public information.

6. General Business

6.1 Safety Consultation Update

John Cunningham advised the committee that Diane Rollins has been working hard to review all of the Job Safety Analysis forms that have been completed thus far. She has provided feedback indicating that everyone has been doing a great job so far.

7. Old Business

7.1 Working on labeling breakers/panels in the Wood Shop – Parks Facility Checklist 2/18/15

Andy Bentzen advised that the labeling of the breakers in the Wood Shop was complete. This item will be removed from the agenda.

8. New Business

8.1 Appoint New Vice Chair

Bob Ruprecht volunteered to be the new Vice Chair for the committee. John Cunningham briefly explained the roles and responsibilities of the position.

8.2 Review Completed Job Safety Analysis Forms

The agenda packet for this meeting contained multiple completed Job Safety Analysis forms for the committee to review. The forms were all completed by Wastewater employees. Nick Flaherty indicated that the process of getting them completed was easy; he did not experience any issues. He added that he delegated the work to different employees and then the forms were all reviewed by supervisors to ensure that they were done correctly. Nick inquired as to why the forms included “Job Steps” and “Recommended Safe Job Procedures” as he felt they were basically the same thing. Multiple committee members provided their opinions as to why the forms contained both pieces of information. Everyone ultimately agreed that these forms will help prevent complacency and will be beneficial for training new employees on how to safely complete job tasks. The forms also help associate policy versus procedure when it comes to job tasks. Nick indicated that they discovered a safety issue when completing the form for “clearing screwfactor with ice”. Employees were properly completing the job steps; however, they found that employees were exposed to becoming injured so Wastewater supervisors are fixing the issue by installing different parts to the machine to make it safe for everyone. Mike Thiry suggested that employees review manuals that are provided with equipment because they usually contain the steps for safe operation. John indicated that

supervisors are encouraged to take the completed Job Safety Analysis forms into the field and “audit” different employees to ensure that they are following the proper, safe procedures.

8.3 Review Confined Space Policy

The committee was provided with the Confined Space Policy, which was adopted on 03-11-16. MMUA will be on site on 03-17-16 to train a couple different departments on Confined Spaces, as well as the policy. The committee was encouraged to review the policy and provide feedback to John Cunningham. The committee discussed permit required confined spaces versus non-permit required confined spaces. Katie Haase inquired as to whether or not the policy would contain information regarding any repercussions an employee could potentially face if they did not follow policy. John told her that this information is outlined in the Personnel Policy. Nick Flaherty and Tanner Anderson inquired as to whether or not a storm sewer would qualify as a permit or non-permit required confined space. John stated that OSHA is not responsible for non-permit confined spaces; they have no specific requirements. He stressed the importance of notifying the Elk River Fire Department before employees enter a confined space and again when they are done working in a confined space. John indicated that this is important because they will then notify the fire departments technical rescue team (TRT) to give them a heads up that work is being done within a confined space somewhere within the city. The TRT team will not be required to respond unless a rescue is needed; he wants them to know in advance so that they can respond and set up in a timely manner.

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 2:48 p.m.

Krystal Fosdick